



CITY OF LONG BEACH  
DEPARTMENT OF HUMAN RESOURCES

**SECRETARY - CONFIDENTIAL (FULL-TIME / UNCLASSIFIED)**

\$18.310 – \$25.023 per hour

**THE POSITION**

The Department of Human Resources has an immediate opening for a Secretary in the Labor Relations Bureau. This position serves as the primary administrative support for the Bureau Manager, performs difficult and complex tasks, and provides assistance to the Bureau's personnel analysts.

**EXAMPLES OF DUTIES**

- Types, edits, formats and composes routine correspondence and statistical data;
- Schedule and coordinate a significant amount of meetings involving large groups, and may take minutes for various meetings;
- Compiles and tracks information and data for reports and studies;
- Answers phones, takes accurate messages, and refers inquiries for information to the appropriate source;
- Maintains confidential bureau files;
- Assists other bureau staff as necessary and provides back-up support to the department Executive Secretary and front desk receptionist;
- Tracks, monitors and coordinates a large volume of projects through the workflow process, including grievances, hearings and negotiation sessions;
- Creates project management case files and maintains historical and transactional data on a wide variety of projects/activities;
- Performs other related duties as required.

**SELECTION PROCESS:**

- Application packets will be evaluated and the most qualified applicants will be invited to an interview and performance test.
- Application packets that are incomplete or do not meet the minimum requirements will not be considered.

**THE IDEAL CANDIDATE WILL DEMONSTRATE:**

- Must be detail oriented, possessing strong written, oral and interpersonal communication skills, with a thorough knowledge of office procedures;
- Proficiency with Microsoft Office and Outlook;
- Ability to interface with the public and City staff and provide excellent customer service;
- The ability to understand and apply City policies, procedures and organizational structure;
- Ability to prioritize and work in a fast-paced environment, and handle confidential issues in a professional manner;
- Willingness to work overtime and weekends, as necessary; a history of punctuality and good attendance is imperative.

**AN EQUAL OPPORTUNITY EMPLOYER**

The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. This information is available in an alternative format by request to Kathey Laster at (562) 570-6297.

**APPLICATION PROCESS**

Applicants must have a minimum of two years performing secretarial duties for an executive or manager and proficiency with MS Office Suite. Experience working in Human Resources is highly desired, but not required.

The Department will consider current City employees in the classifications of Secretary or Clerk Typist.

Applicants must submit a resume, letter of interest, three professional references and answer the supplemental questions by no later than **5:00 pm on Tuesday, July 5, 2016.**

Online applications only will be accepted at:  
<http://agency.governmentjobs.com/longbeach/default.cfm>

## **BENEFITS SUMMARY**

<b>Vacation</b>	<ul style="list-style-type: none"><li>• 12 days (96 hours) after 1 year of service</li><li>• 15 days (120 hours) after 4 years 6 months of service</li><li>• 20 days (160 hours) after 19 years, 6 months of service</li></ul>
<b>Holidays</b>	<ul style="list-style-type: none"><li>• 9 designated holidays, plus 4 days (32 hours) of personal holiday leave per year (prorated for first year of employment)</li></ul>
<b>Sick Leave</b>	<ul style="list-style-type: none"><li>• A maximum of 12 days (96 hours) per year. Unlimited accumulation. Conversion upon retirement to cash credit towards health and/or dental insurance premiums, or retirement service credits.</li><li>• Conversion upon retirement to cash credit toward health and/or dental insurance premiums or retirement service credits</li></ul>
<b>Bereavement Leave</b>	<ul style="list-style-type: none"><li>• 3 days for death or critical illness of immediate family member or domestic partner, plus 3 days of accrued sick leave, if needed</li></ul>
<b>Health / Dental / Vision Insurance</b>	<ul style="list-style-type: none"><li>• Two plans are available: One HMO and one PPO plan. Competitive plans available for employees and dependents. The City pays a major portion of the premium for employee and dependents. Employee cost depends on the plan selected</li></ul>
<b>Life Insurance</b>	<ul style="list-style-type: none"><li>• City-paid term life insurance policy \$20,000 term life</li></ul>
<b>Retirement</b>	<ul style="list-style-type: none"><li>• California Public Employee's Retirement System (CalPERS)<ul style="list-style-type: none"><li>○ 2.0% @ 62 plan for new employees/new CalPERS members and for prior CalPERS or reciprocating agency members with a 6-month or more break in service.</li><li>○ Return to previous plan for former City of Long Beach employees.</li><li>○ 2.5% @ 55 plan for classic employees (prior or current CalPERS or reciprocating agency members with less than a 6-month break in service).</li><li>○ Coordinated with Social Security</li><li>○ Employee pays the employee portion.</li></ul></li></ul>
<b>Other Benefits</b>	<ul style="list-style-type: none"><li>• Flexible Spending Accounts</li><li>• Deferred Compensation Program</li></ul>

## **SUPPLEMENTAL QUESTIONS**

1. Describe your experience in managing multiple work calendars. What method do you use in scheduling meetings with numerous participants?
2. Describe your experience tracking projects and deadlines.
3. Describe your experience and capability using computer programs.